

HUMAN RESOURCES MEMORANDUM 98-022		DATE ISSUED: 6/29/1998
SUBJECT: ACTIVITY BASED MANAGEMENT SYSTEM TIME ENTRY ALTERNATE WORK WEEK SCHEDULE		REFERENCE: None
TO: ALL EMPLOYEES, ADMINISTRATIVE ASSISTANTS; ATTENDANCE CLERKS		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The purpose of this memorandum is to inform 9/8/80 Alternate Work Week Schedule (AWWS) employees of the proper way to record their work schedules using the new, automated ABMS time entry system.

On your regular day off (RDO), you will report four (4) hours to an alias called 'RDO' (see sample below.) This alias may be selected from a list of values by clicking once on the ALIAS button on the 'enter employee time' screen.

The 'RDO' alias was established for the sole purpose of documenting your regular day off and to record a complete work week. This time will not be charged to any departmental project, task or expenditure type. If you work on your regular day off, you will enter four (4) hours with the RDO alias in addition to any time you report to a project that day.

Employees with 9/8/80 AWWS must begin reporting four (4) hours on their regular day off with the 'RDO' alias as of July 1, 1998.

Questions regarding time entry should be directed to your attendance clerk or you may contact any member of the Human Resources ABMS Project Team.

View the [Project Accounting & Leave \(PAL\) User Guide](#) for the proper way to record a 9/8/80 AWWS on the automated ABMS time entry system.

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